**International Non-Governmental Organization Research Internship**

**Who We Are**
The World Trade Center Delaware is a not-for-profit organization that helps small and medium-sized businesses to engage in international trade through product, services and technical assistance delivery. We identify market opportunities that enable our members to respond to a wide variety of sectors, including government, private industry, nongovernmental organizations, as well as multilateral aid funders.

We also conduct readiness assessments that help our clients determine their ability to engage in international trade and prepare to do so. Through business roundtables, seminars, and one-on-one consulting, we equip companies with the knowledge and connections they need to expand in the global marketplace.

As a member of the World Trade Centers Association, we can provide resources in more than 90 countries, supported by 15,000 WTC professionals in over 320 WTCA member centers that deliver integrated, reciprocal resources around the world. This results in our members and clients being able to deliver higher quality, location and culturally specific goods, services and technical assistance, while saving time and money for the funder and beneficiary.

**Outcomes:**
Produce updated, interactive, electronic directory of International Non-Governmental Organizations located in the State of Delaware

**Responsibilities:**
Working with WTCDE leadership to review and revise existing lists of international, diaspora, religious and ethnic Non-Governmental Organizations operating in Delaware.

Provide research including but not limited to:

- organization purpose
- mission statement
- date of founding
- number and type of members, if membership organization
- services offered to members, partners, community
- affiliation with international or national organizations
- size of organization (members, people served, budget, if public information)
- service area
- Provide web page address and leadership and contact information for each organization
- Ensure that all entries are reviewed and approved using an exacting quality-control system

**Academic Benefits**

- Interns will practice and home research, interviewing and database development skills
- Interns will learn about migration patterns to and within the United States, especially Delaware, that can be applied to their coursework in history, social sciences, international business, nursing and health sciences
- Interns will learn about specific cultural groups in Delaware, their needs and how these needs are met
- Interns will develop knowledge about and links with international Non-Governmental Organizations that will be valuable to them in their careers in business, health sciences, social services, education, and other professions working with diverse populations.

**Required Job Qualifications: (demonstrated proof of ability via course work and projects can substitute for employment)**

- Minimum of 1 year of research and communications experience
- Excellent business writing skills as evidenced by publications or coursework papers
- Demonstrated ability to produce interactive electronic publications
- Strategic thinker with solid understanding of B-to-B marketing best practices
- Strong project management skills
- Highly self-motivated with a strong ability to work effectively through others and interface persuasively with individuals throughout the organization, a team player

**Eligibility for international students (non-U.S. citizens or permanent residents):**

* World Trade Center Delaware would hire international students seeking opportunities in their field of study. (OPT and/or CPT eligible)

**Required Documents:**
* Cover Letter
* Resume

**Job / Employment Type:**
* Internship / Part-Time

**Duration:**
* Temporary / A minimum 6-month commitment is required.

**Job Location:**
* Candidates for this position would be expected to work in the World Trade Center Delaware office in New Castle, Delaware with key team members. Free parking available.

**How to Apply:**

* Please submit your resume, with cover letter, via email to info@wtcde.com for consideration.